DOCUMENT RESUME

ED 408 449 CE 074 236

| | |
|---|---|
| TITLE | Journey to the Future. Today...Tomorrow...Forever...A Career Exploration Guide for Middle School Students. |
| INSTITUTION | Partnership for Academic and Career Education, Pendleton, SC. |
| PUB DATE | 96 |
| NOTE | 48p. |
| PUB TYPE | Guides - Classroom - Learner (051) |
| EDRS PRICE | MF01/PC02 Plus Postage. |
| DESCRIPTORS | *Career Choice; *Career Development; *Career Exploration; Employment Qualifications; Interest Inventories; Intermediate Grades; Junior High Schools; Middle Schools; Occupational Clusters; Occupational Information; Student Interests; *Values Clarification |
| IDENTIFIERS | *Middle School Students |

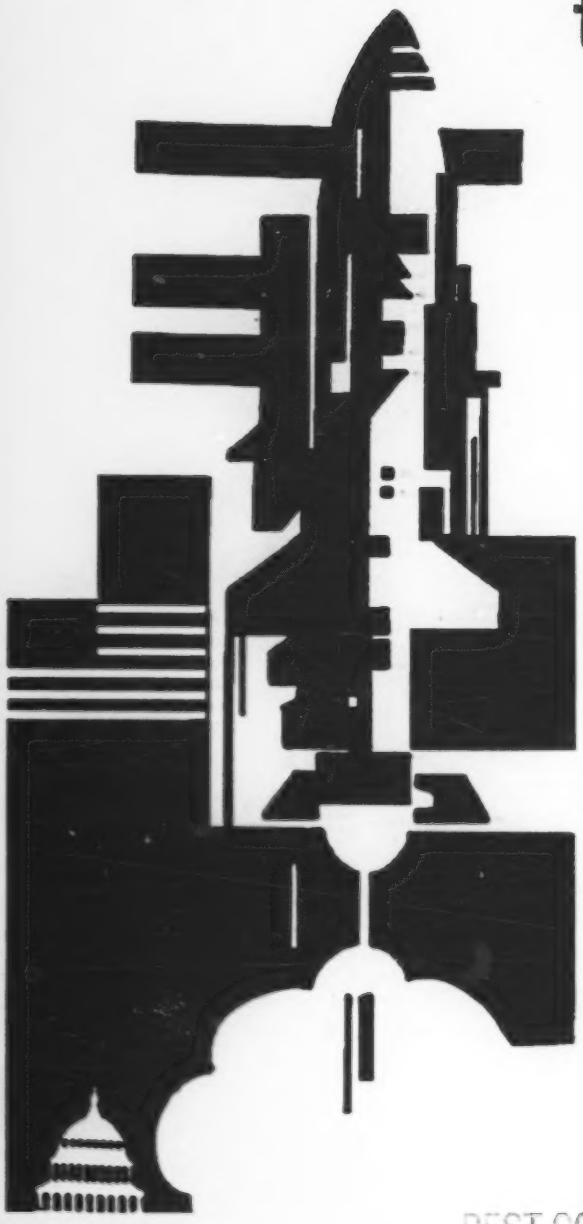
ABSTRACT

This guide was designed to help middle school students plan career paths and make career choices. The booklet is organized in four sections, each intended to guide students in their career development process. The first section focuses on self-awareness as part of career exploration. The second section features five career clusters and related job opportunities. The third section highlights the ever-changing nature of the workplace and careers of today and the future, and the final section provides a framework for students to develop realistic, attainable career goals. Throughout the booklet, learning activities provide space for students to write in their thoughts, using prompts such as lists of personal traits, interests, job duties, and lifestyle characteristics. (KC)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

ED 408 449

# Journey to the Future



## TODAY...
## TOMORROW...
## FOREVER...

*A Career Exploration Guide for Middle School Students*

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

J. Wallace

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE

The Partnership for Academic and Career Education



CE074236

This career exploration guide was developed by the staff of the Partnership for Academic and Career Education (PACE). Special thanks is extended to the students in Mrs. Ann Lawson's career exploration classes at Lakeside Middle School, Anderson School District Five, and the students in Mrs. Geneal Cantrell's career exploration classes at Powdersville Middle School, Anderson School District One. Their creative input and challenging ideas provided inspiration and support to the development of the guide. In addition, gratitude is extended to the staff of the Counseling Center of Tri-County Technical College for their helpful feedback and assistance.

Copyright 1996, Partnership for Academic and Career Education. This material may be reproduced and distributed by educators in support of School-to-Work program development, with appropriate acknowledgment of the source.

The Partnership for Academic and Career Education, established in 1987, is a business and education consortium involving the seven school districts of Anderson, Oconee, and Pickens Counties, local businesses and industries, the Anderson County and Oconee County Business & Education Partnerships, Tri-County Technical College, The College of Health, Education, and Human Development at Clemson University, The Career and Technology Center, and the National Dropout Prevention Center at Clemson University.

The Partnership of Academic and Career Education (PACE)
Tri-County Technical College
PO Box 587, 7900 Highway 76
Pendleton, SC 29670
(864) 646-8361 ext. 2107

# Journey to the Future

**TODAY . . .**
**TOMORROW . . .**
**FOREVER . . .**

*A Career Exploration Guide for Middle School Students*

## TABLE OF CONTENTS


Introduction ..... 1

Part One: Journey to the Real You! ..... 3
- Personal Interests and Hobbies ..... 4
- Skills and Abilities ..... 6
- Academic Strengths ..... 8
- Personality ..... 10
- Motivation ..... 11
- Workplace Skills ..... 12
- Working Environment Preference ..... 13
- Style of Life Preference ..... 14
- A Career "Snapshot" ..... 15

Part Two: Choose a Star Cluster ..... 17
- Arts and Communication ..... 18
- Business and Marketing ..... 20
- Engineering and Industrial Technologies ..... 22
- Environmental and Agriculture ..... 24
- Health and Human Services ..... 26
- Career Cluster Summary ..... 28
- Career Cluster Exploration ..... 30

Part Three: Blast Off– High Tech is Here to Stay! ..... 31
- The World of Work . . . Past, Present, and Future ..... 32
- Makeup of the Job Market ..... 33
- Education Levels ..... 35
- Salaries ..... 36
- Hot Jobs in the U.S. ..... 38
- Career Trends in S.C. ..... 40
- Slow Growth Jobs ..... 42

Part Four: Goals . . . Taking You to Infinity and Beyond ..... 43
- Goal Setting ..... 44
- Final Thoughts ..... 45

# INTRODUCTION

Welcome to "**Journey to the Future**" - a guide designed to help you plan your career path for a successful and rewarding future! Your career choice is one of the most important decisions you will ever make - it will have a major impact on your style of living, level of satisfaction, and overall happiness. Try to visualize your future as you want it to be - careful planning can turn your dreams into reality!

This booklet has four sections; each designed to guide you in your career development process. The first section focuses on self-awareness as part of career exploration. The second section features five career clusters and related job opportunities. The third section highlights the ever-changing nature of the workplace and careers of now and the future. And, the final section provides a framework for developing realistic, attainable career goals.

Enjoy the excursion as you "**Journey to the Future**!"

***"If you shoot for the stars and hit the moon, it's okay. But you've got to shoot for something. A lot of people don't even shoot."***

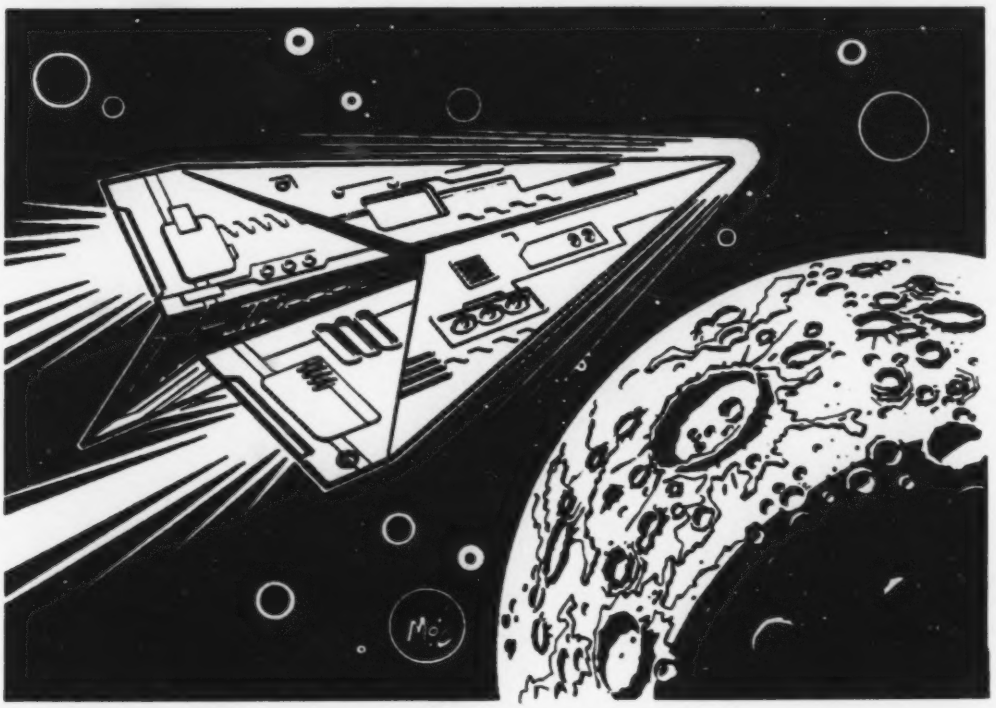
**Robert Townsend,**
author and business expert

# PART ONE

## Journey to the Real You!

**. . . The Key to Planning a Successful Future!**

The most important step in career exploration is developing a good understanding of yourself . . . your interests, attitudes, skills, and abilities, and how they impact the career development process. As you begin your journey, we hope you will learn more about yourself and how to plan for a rewarding, successful future.



# Personal Interests & Hobbies

**What are my interests and hobbies?**

We all enjoy a variety of hobbies and activities. One of the first things we should do in the career development process is relate those interests to our future lives and the world of work.

**Circle the things you like to do most from the items below. They can be hobbies, leisure activities, or anything of interest to you! (You may think of something we didn't list ... go ahead and write it down!)**

Camping
Computer games
Sports (football, soccer, etc.)
Being outdoors
Participating in Church activities
Talking on the telephone
Playing video games
Horseback riding
Hunting
Drawing/painting
Writing songs/poetry
Gardening
Acting
Sewing
Fishing
Others: _____

Reading
Hiking
Building things
Playing a musical instrument
Helping others in need
Listening to music
Babysitting
Caring for pets
Playing Water sports
Exploring
Singing
Watching TV
Styling hair
Shopping
Collecting things

**Select five things you circled above and think of a job that might relate to each of them.**

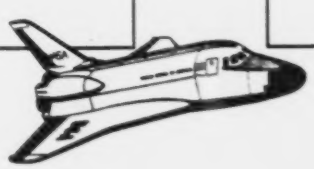
| Interest | Related Job Possibility |
|---|---|
| 1._____ | 1._____ |
| 2._____ | 2._____ |
| 3._____ | 3._____ |
| 4._____ | 4._____ |
| 5._____ | 5._____ |

**Important Note!**

Keep in mind that few jobs will meet all your hopes, dreams and interests. You will probably want to be involved in other activities to have a full and satisfying life. Many of the things you circled on the previous page are hobbies you will continue to enjoy as an adult.

## Optional Activity:

Select one of the five jobs you listed on the previous page and write a job advertisement for the classified ad section of the newspaper.



# Skills and Abilities

**What are my personal skills and abilities?**

You are a unique person with many skills and abilities . . . and you are continuously developing new ones! It is important to think about your skills and abilities as you consider a career choice. Circle five of the skills and abilities listed below that best describe you! (You may think of some we didn't list . . . feel free to add them!)

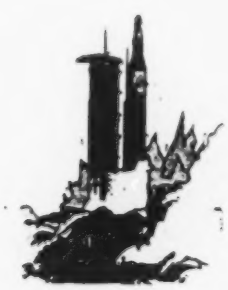
Problem solver
Leader
Able to develop creative ideas
Able to sell my ideas
Good at speaking to groups
Detail-oriented
Good illustrator
Mechanically oriented
Quick learner
Good at working with my hands
Manage my time well
Follow directions well
Good at working with numbers
Helpful
Good at seeing the "big picture"
Able to read/retain information
Good planner
Computer skills
Work well on a team
Organized
Concentrate well
Good writer
Can be relied on to complete a task
Practical
Patient in working out details
Open to new ideas
Good listener
Athletic
Have a knack for fixing things
Can work independently
Accurate
Others: _____

**List the five skills/abilities you circled above and think of a job that relates to each of them.**

| **My strongest skills and abilities:** | **Related Job:** |
|---|---|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |

## Optional Activity:

**Select one of the jobs you identified on the previous page. Write a paragraph explaining why your skills and abilities would be important to that job.**



# Academic Strengths

**What about my school work?**

Think about your grades in school . . . what subjects do you excel in, and where do you need improvement? Do your grades and course work reflect your career goals? For example, if you want to be an Electrical Engineering Technician but you are weak in math and science, you need to concentrate and improve your grades!

**From the list below, select the courses you do well in, and think of possible careers that relate to these classes. (Feel free to add any academic classes that aren't on the list!)**

| Courses I like/do well in | Related Job(s) |
|---|---|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

| | | |
|---|---|---|
| Math | Literature | Foreign Language/ Cultures |
| English | Reading | |
| Social Studies | Spelling | Computer Fundamentals |
| History | Science | Industrial Technologies |
| Health | Related Arts (drawing, music, etc.) | |

**List the courses you don't like or do well in. How can you make improvements?**

| Courses I don't like/do well in: | Ways I can improve: |
|---|---|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

**Important Note!**

Academic skills are an important factor to consider in the career development process. However, you should never base a career decision solely on the school subjects in which you make your highest grades. There are many other factors, such as personality, interests, and work environment, that should be considered as you make your career decision.

## Optional Activity:

Select one of the courses you listed on the previous page and the related job. Write a paragraph explaining how you might use the information from this course when you are on the job.

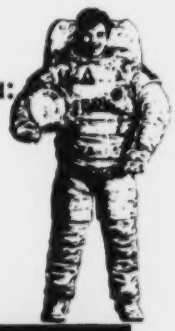
# Personality

**Where does my personality fit in?**

Your personality naturally plays a strong role in your career decision-making process. Different personalities are suited to different careers.

**Circle the personal characteristics that best describe you from the items listed below.**

| | | | |
|---|---|---|---|
| Creative | Assertive | Leader | Planner |
| Enthusiastic | Imaginative | Follower | Practical |
| Purposeful | Achiever | Outgoing | Friendly |
| Understanding | Cooperative | Sensitive | Warm |
| Caring | Flexible | Responsible | Factual |
| Dependable | Helpful | Investigative | Intellectual |
| Problem-Solver | "Hands-On" | Curious | Observant |
| Physically active | Persuasive | Innovative | Original |
| Good communicator | Schedule-oriented | Organized | Persistent |
| Independent | Idealistic | Fast-paced | Relaxed |
| Feeling | Thinker | Shy | Like "details" |
| Like "big picture" | | | |



**From the characteristics you circled, list the five that BEST describe you:**

1. _____ 4. _____

2. _____ 5. _____

3. _____

## Optional Activity:

**What type of career do you feel is a good match for your personality characteristics? Write a paragraph explaining why.**

_____

_____

_____

_____

_____

# Motivation

**What is important to me, both personally and in the future world of work?**

Some people are motivated by a high salary, power, and the authority to make decisions in an organization. Others prefer a secure work environment where they feel they are making a contribution to society. Different things are important to different people. That's what makes us all unique individuals!

**✓ Check five things from the list below you feel will be most important to you in your career.**

___ High salary
___ Being respected
___ Pleasant working environment
___ Job security
___ Time with family
___ Structured working environment
___ Working by myself
___ Variety of duties
___ Working indoors
___ Being my own boss
___ Being in charge of others
___ Helping others
___ Making a contribution to society
___ Being the best at what I do
___ Other: _____

___ Middle class salary
___ Advancement opportunities
___ Taking risks
___ Flexible working hours
___ Job freedom
___ Working with people
___ Similar duties every day
___ Working outdoors
___ Working with my hands
___ Being seen as important
___ Recognition from others
___ Chance to learn something new
___ Following procedures
___ Using my creativity

## Optional Activity:

List the five "motivators" you checked in order of importance to you, with #1 being the most important and # 5 being least important. Write down why you listed them in that order.

1. _____
   Why? _____
2. _____
   Why? _____
3. _____
   Why? _____
4. _____
   Why? _____
5. _____
   Why? _____

# Workplace Skills

**Do I have the skills employers are looking for in their workers?**

Employers are looking for workers with strong, diverse skills for the high-tech, rapidly changing workplace of now and the future. Strong basic skills in math, reading, and writing, along with computer skills, are becoming more and more essential to success in the world of work. However, employers also need workers who . . .

Solve problems
Think creatively
Lead others
Have good self-esteem
Have a professional attitude
Work safely
Stay busy
Follow directions
Have a positive attitude
Work well on a team
Understand new technology
Make good decisions
Are trustworthy and dependable
Accept criticism
Learn quickly
Meet deadlines
Possess organizational skills
Are on time and reliable

**Study the list above and write down five areas you feel are your strengths.**

1. _____
2. _____
3. _____
4. _____
5. _____

## Optional Activity:

Make a list of five jobs that you think require the strengths you possess. Why are these strengths important to these jobs?

1. _____
2. _____
3. _____
4. _____
5. _____

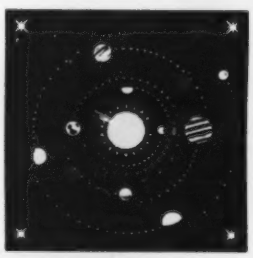
# Working Environment

**What kind of working environment do I prefer?**

You won't be happy in your career if you are working in an environment that doesn't suit you or your lifestyle. For example, if you love working with people, you probably don't want to work by yourself all the time. Or, if you are sensitive to strong odors or have severe allergies, some manufacturing environments may not be suitable for you. Some examples of different working conditions include . . .

Fast pace, high pressure
Slow pace, low pressure
Moderate level of responsibility
Light physical labor
Heavy physical labor
Hot conditions
Cold conditions
Frequent kneeling
Wearing protective equipment
Quiet atmosphere
Working around strong odors
Working underground
Working with people
Working outdoors
Working indoors
Working in a small company
Close supervision
Standing for long periods

Moderate pace, moderate pressure
High level of responsibility
Low level of responsibility
Medium physical labor
No physical labor
Moderate conditions
Frequent reaching and stretching
Precision work
Meeting a lot of people
Loud, noisy environment
Working in high places
Working around dust
Working alone
Working at a desk
Working with a large corporation
Working as part of a team
Little supervision
Sitting for long periods



**Select five working conditions you prefer and list them below:**

1. _____
2. _____
3. _____
4. _____
5. _____

## Optional Activity:

List the working conditions that are unacceptable to you!

1. _____
2. _____
3. _____
4. _____
5. _____

# Style of Life

**How will my career choice affect my lifestyle?**

Your career choice will impact your life in countless ways! It can affect the kinds of friends you will have, the amount of money you'll make, where you will live, the kind of house and car you can afford, the sort of person you will marry, your leisure time, and many other things. Your career choice may impact your style of life in some of the following ways . . .

| | |
|---|---|
| Work in a large city | Work in a small town |
| Live in the country | Live in the city |
| Live in a small town | Work weekdays, home weekends |
| Work weekends, home weekdays | Work mixture of weekdays, weekends |
| Middle class income | Upper class income |
| Some overtime work | No overtime work |
| Frequent overtime work | No travel |
| Some travel | Frequent travel |
| Run my own business | Work days |
| Work nights | Rotating shifts |
| Flexible hours | Long commute to work |
| Very short commute to work | Move around frequently |

**From the list above, design your preferred style of life!**
(Remember, you can always add something that isn't on the list!)

1. _____
2. _____
3. _____
4. _____

## Optional Activity:

Can you think of a career that will match your style of life preferences? If so, what career, and explain your choice.

_____

_____

_____

_____

_____

_____

# A CAREER "SNAPSHOT"

**of** _____ **(your name)**

**Look back at your responses on the preceding pages and develop a "snapshot" look at yourself.**

Personal Interests and Hobbies (page 4):

_____

_____

_____

_____

Skills and Abilities (page 6):

_____

_____

_____

_____

Academic Strengths (page 8):

_____

_____

_____

_____

Personality Characteristics (page 10):

_____

_____

_____

_____

Motivation (page 11):

_____

_____

_____

_____

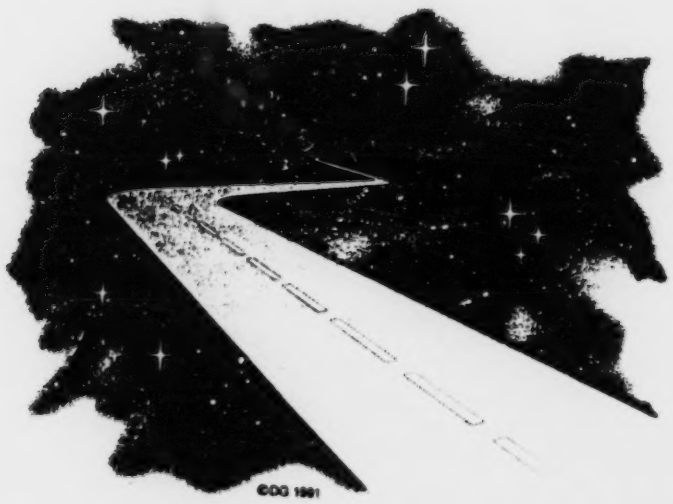
(continued on page 16)

Workplace Skills (page 12):

Working Environment Preferences (page 13):

Preferred Style of Life (page 14):

(adapted from: Kennedy, J.L., **Career Book** (1994). VGM Career Horizons: Chicago, Il.)



# PART TWO

## Choose a Cluster

### Jobs for Now . . . and the Future

A career cluster is a group of occupations with some similar characteristics. Most jobs will fit into a specific career cluster. In the previous section, you examined your interests, abilities, personality, motivation, and several other important aspects of self-awareness. In this section you will look at five career clusters and identify which cluster(s) is of interest to you.

### The five career clusters are:

- **Arts and Communication**
- **Engineering and Industrial Technologies**
- **Health and Human Services**
- **Business and Marketing**
- **Environmental and Agriculture**

# Career Cluster: Arts and Communication

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career "Snapshot" on pages 15 and 16 as needed.)

| | | | |
|---|---|---|---|
| Artistic | Imaginative | Good communicator | Job freedom |
| Persuasive | Innovative | Enthusiastic | Flexibility |
| Creative | Original | Music/Drama | Poetry/Literature |
| Team player | Independent | Pleasant environment | High achiever |
| Languages | Foreign cultures | Making a contribution | Writing skills |
| Open to ideas | Reading | | |

**Sample Career Fields** (Circle those that interest you):

| | | |
|---|---|---|
| Advertiser | Art Director | Artist |
| Actor | Book Editor | Broadcast Technician |
| Camera Operator | Columnist | Commentator |
| Commercial Artist | Computer Artist | Critic |
| Customer Service Coordinator | Curator | Dance Therapist |
| Dancer | Desktop Publisher | Newspaper Editor |
| News Editor | Fashion Designer | Film Editor |
| Graphic Artist | Interior Decorator | Interpreter/Translator |
| Journalist | Librarian | Marketing Manager |
| Media Director | Music Video Producer | Musician |
| News Writer | Piano Teacher | Photo Journalist |
| Photo Typesetter | Printer | Proof Reader |
| Public Relations Director | Publisher | Radio Station Manager |
| Radio/TV News Announcer | Recording Engineer | Screen Writer |
| Sign Painter | Singer | Sound Technician |
| Special Events Director | Stage Technician/Set Designer | Teacher |
| Technical Illustrator | Technical Writer | Telecommunications Manager |
| Tour Guide | Translator/Interpreter | Writer, Composer |
| Other: _____ | | |

## Optional Activity:

Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.

1. Job Title: _____

   Job Description: _____

   _____

   _____

   _____

   _____

2. Job Title: _____

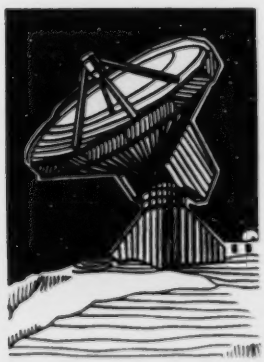
   Job Description: _____

   _____

   _____

   _____

   _____



# Career Cluster: Business and Marketing

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career "Snapshot" on pages 15 and 16 as needed.)

| | | |
|---|---|---|
| Leadership | Organized | Structured |
| Persuasive | Independent | Clerical |
| Mathematical | Assertive | Good planner |
| Social | Responsible | Problem solver |
| Good at selling ideas | Team player | Ambitious |
| Have my own business | Open to new ideas | Manage time well |
| Good listener | Writing/Reading/English | Mathematical |
| Foreign culture & language | Being respected | Risk taker |
| | Computers | Job security |
| Working with others | Being seen as important | Procedures to follow |
| Being in charge | Recognition from others | Able to retain information |

**Sample Career Fields** (Circle those that interest you):

| | | |
|---|---|---|
| Accountant | Actuary | Administrative Assistant |
| Administrative Services Manager | Auditor | Advertising Manager |
| Banker | Bank Teller | Bookkeeper |
| Business Teacher | Buyer | Caterer |
| Cleaning Service Owner | Clerical Supervisor | Computer Operator |
| Computer Programmer | Computer Service Technician | Computer Trainer |
| Construction Manager | Court Clerk | Credit Analyst |
| Data Processing Manager | Employment Interviewer | Financial Manager |
| Franchise Manager | General Manager | Hotel/Motel Manager |
| Human Resources Director | Insurance Agent | Lawyer |
| Loan Officer | Management Analyst | Marketing Manager |
| Marketing Research Analyst | Office Clerk | Paralegal |
| Payroll Administrator | Personnel Manager | Public Relations Manager |
| Purchasing Manager | Real Estate Manager | Receptionist |
| Restaurant Manager | Retail Sales Manager/Buyer | Secretary |
| Stock Broker | Tax Preparer | Telecommunications Representative |
| Top Executive | Travel Agent | |
| Underwriter | Word Processing Operator | Other: _____ |

## Optional Activity:

Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.

1. Job Title: _____

   Job Description: _____

   _____

   _____

   _____

   _____

2. Job Title: _____

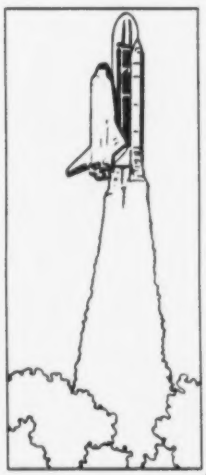
   Job Description: _____

   _____

   _____

   _____

   _____



# Career Cluster: Engineering and Industrial Technologies

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career 'Snapshot' on pages 15 and 16 as needed.)

Mathematical
Scientific
Work well with numbers
Organized
Practical
Accurate
High salary
Creative
Focused
Factual
Mechanical
'Hands On'
Spatial
Leader
Invent new things
Follow directions well
Able to retain information
Being the best
Patient
Intellectual
Curious
Common sense
Practical
Concentrate well
Can fix things
Science
High achiever
Work independently
Understand new technology
Making/building things
Problem-solver
Explorer
Detail-oriented
Observant
Computers
Procedures
Chance to learn something new

**Sample Career Fields** (Circle those that interest you):

Aerospace Engineer
Appliance/Power Tool Repairer
Automotive Mechanic
CAD Drafter
Chemical Engineer
Computer Graphics Simulation Technician
Electrical Technician
Industrial Engineer
Machinist
Mechanical Engineer
Plant Engineer
Printing Press Operator
Refrigeration Technician
Science Technician
Textile Manufacturing Technician
Tool Designer
Air Traffic Controller
Architect
Business Machine Service
Carpenter
Civil Engineer
Computer Programmer
Construction Worker
Electronic Motor Repairer
Information Systems Manager
Numerical-Control Operator
Plumber
Quality Control Supervisor
Robotic Line Supervisor
Sheet Metal Worker
Tool and Die Maker
Telephone/Cable Installer
Aircraft Technician/Mechanic
Automated Manufacturing Technician
Ceramic Engineer
Computer Games Developer
Computer Software Designer
Database Manager
Heating and A/C Technician
Laser Technician
Magnetics Manufacturing Technician
Printer
Radio/Television Service Technician
Sound Technician Systems Analyst
Welding Technician

## Optional Activity:

**Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.**

1. Job Title: _____

   Job Description: _____

   _____

   _____

   _____

   _____

2. Job Title: _____

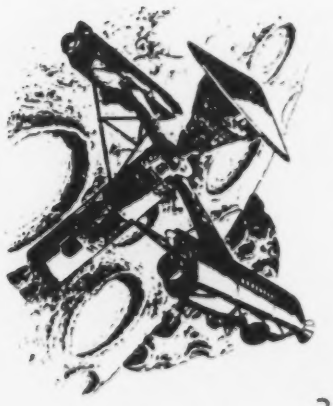
   Job Description: _____

   _____

   _____

   _____

   _____



# Career Cluster: Environmental and Agriculture

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career "Snapshot" on pages 15 and 16 as needed.)

| | | | |
|---|---|---|---|
| Hands-On | Physically active | Exploring | Responsible |
| Practical | Investigative | Gardening | Mathematical |
| Curious | Problem-solver | Camping | Open to ideas |
| Observant | Outdoor activities | Nature lover | Cooperative |
| Physical world | Scientific | Work independently | |

**Sample Career Fields** (Circle those that interest you):

| | | |
|---|---|---|
| Agricultural Engineer | Agricultural Scientist | Agronomist |
| Aquaculturist | Astronomer | Biologist |
| Botanist | Chemist | Conservation Officer |
| Cooperative Extension Agent | Dairy Technologist | Energy Conservation Technician |
| Energy Utilization Technician | Entomologist | Environmental Engineer |
| Exterminator | Farm Operator/Manager | Farm Worker |
| Fish/Game Specialist | Forester | Forestry Technician |
| Gardener | Geologist | Golf Course Manager |
| Greens Superintendent | Hazardous Waste Management Technician | Horticulturalist |
| Hydrologist | Marine Biologist | Irrigation Engineer |
| Landscape Artist | Meteorologist | Meat/Poultry Inspector |
| Metallurgical Engineer | Park Ranger | Microbiologist |
| Nursery Worker | Recycling Director | Physicist |
| Plant Geneticist | Turf Manager | Soil Scientist |
| Solar Energy Technician | | Waste Treatment Plant Operator |
| Water Pollution Control Inspector | | |
| Other:_____ | | |

## Optional Activity:

Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.

1. Job Title: _____

   Job Description: _____

   _____

   _____

   _____

   _____

2. Job Title: _____

   Job Description: _____

   _____

   _____

   _____

   _____

25

# Career Cluster: Health and Human Services

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career "Snapshot" on pages 15 and 16 as needed.)

| | | | |
|---|---|---|---|
| Caring | Mathematical | Team player | Good listener |
| Outgoing | Scientific | Leadership | Caring |
| Persuasive | Variety | Helping others | Responsible |
| Help others | Independence | Health education | Organized |
| Patient | Friendly | Understanding | Sensitive |
| Flexible | Warm | | |

**Sample Career Fields** (Circle those that interest you):

| | | |
|---|---|---|
| Adult Day Care Attendant | Adult Education Teacher | Athletic Trainer |
| Chef | Child Care Worker | Chiropractor |
| Clinical Laboratory Technologist | Cook | Cosmetologist |
| Corrections Officer/Guard | Cosmetologist | Court Reporter |
| Customer Service Coordinator | Dental Hygienist/Assistant | Dietician |
| EEG Technologist/Technician | EKG Technician | Emergency Medical Technician |
| Firefighter | Flight Attendant | Floral Designer |
| Food & Drug Inspector | Funeral Director | Home Health Aid |
| Hospital Administrator | Human Services Worker | Hotel Manager/Assistant |
| Labor and Delivery Technician | Law Office Manager | Lawyer |
| Librarian | Nurse | Medical Doctor |
| Medical Assistant | Medical Laboratory Technician | Medical Records Technician |
| Medical Technician | Nuclear Medicine Technologist | Nurse's Aid |
| Occupational Therapist | Ophthalmic Lab Technician | Optometrist |
| Paralegal/Legal Assistant | Pharmacist | Pharmacy Technician |
| Physical Therapist/Assistant | Physician | Police Officer/Detective/Special Agent |
| Postal Worker | Psychologist | |
| Pre-School & Childcare Worker | Radiologic Technologist | Recreational Therapist |
| Registered Nurse | Social Worker | Sonographer |
| Surgical Technician | Surgeon | Travel Agent |
| Veterinarian | Other: _____ | |

## Optional Activity:

**Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.**

1. Job Title: _____

   Job Description: _____

   _____

   _____

   _____

   _____

2. Job Title: _____

   Job Description: _____

   _____

   _____

   _____

   _____

# CAREER CLUSTER SUMMARY

**Using the information on the preceding pages in this section, answer the following questions:**

1. What career cluster do you prefer? (Circle one):

   Arts and Communication

   Business and Marketing

   Engineering and Industrial Technologies

   Environmental and Agriculture

   Health and Human Services

2. Why do you think this career cluster is a good choice for you?

   _____

   _____

   _____

3. What three jobs interest you most in that career cluster?

   1. _____

   2. _____

   3. _____

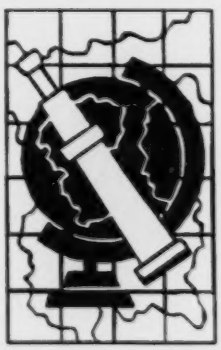
**Additional Thoughts:**

1. There are thousands of job titles documented in the world of work. The list on each of the preceding pages represents only a few of those many job titles. Your teacher or counselor can help you research additional occupations not listed.

2. Occasionally a job will fit into more than one career cluster (e.g. a lawyer can be suited for both the Health and Human Services and Arts and Communication cluster). When you enter high school, your teacher or counselor will help you determine which career cluster suits you, based on your career goals.

## Optional Activity:

**Create a resumé that highlights your interests, skills, abilities, and personal characteristics.**



# Career Exploration Tips

**Now that I have an idea of who I am and what career clusters interest me, how can I explore possible career interests?**

There are countless ways of learning about different career fields! The following list will give you some ideas for exploring your career interests.

- Ask your parent or guardian to take you to work, or arrange for a good friend or relative to host you at work for the day.
- If you are in middle or high school, participate in a School-to-Work activity, such as shadowing or an internship.
- Volunteer in an agency that will expose you to various careers.
- Borrow books or videos from the school library or your school's career center.
- Attend a community or school career fair.
- Enroll in career related summer activities, like computer camp.
- Learn to use a computer-based career information system (e.g. SCOIS, C-Lect, SIGI, or others that are often available in your school's guidance/counseling office.)
- Write personnel offices of large area companies and request career information. In our area, Duke Power, Michelin, and Milliken all publish such brochures.
- Contact professional associations, like the American Society of Clinical Pathologists, and request career materials. (Association names and addresses may be obtained through local libraries.)
- Interview friends and relatives about their jobs.
- Monitor the TV listings each week to identify programs that feature different careers. (Public Broadcasting Service, A&E, and Discovery are all good sources!)
- Enroll in career awareness/exploration classes in schools.
- Read the want ads in the Sunday paper.
- Look through the yellow pages at the major classifications. What interests you?
- Subscribe to a career magazine, like **Career World**; or a newsletter like **Career Opportunities News**. Your librarian can help you research different career magazines and books.

**List three actions you will take to learn more about careers which interest you. Use the items listed above, or your own ideas!**

Action Step 1. _____

By what date will I accomplish Action #1? _____

Action Step 2. _____

By what date will I accomplish Action #2? _____

Action Step 3. _____

By what date will I accomplish Action #3? _____

## Optional Activity:

Think of and write down one *other* way (not listed) of exploring careers.

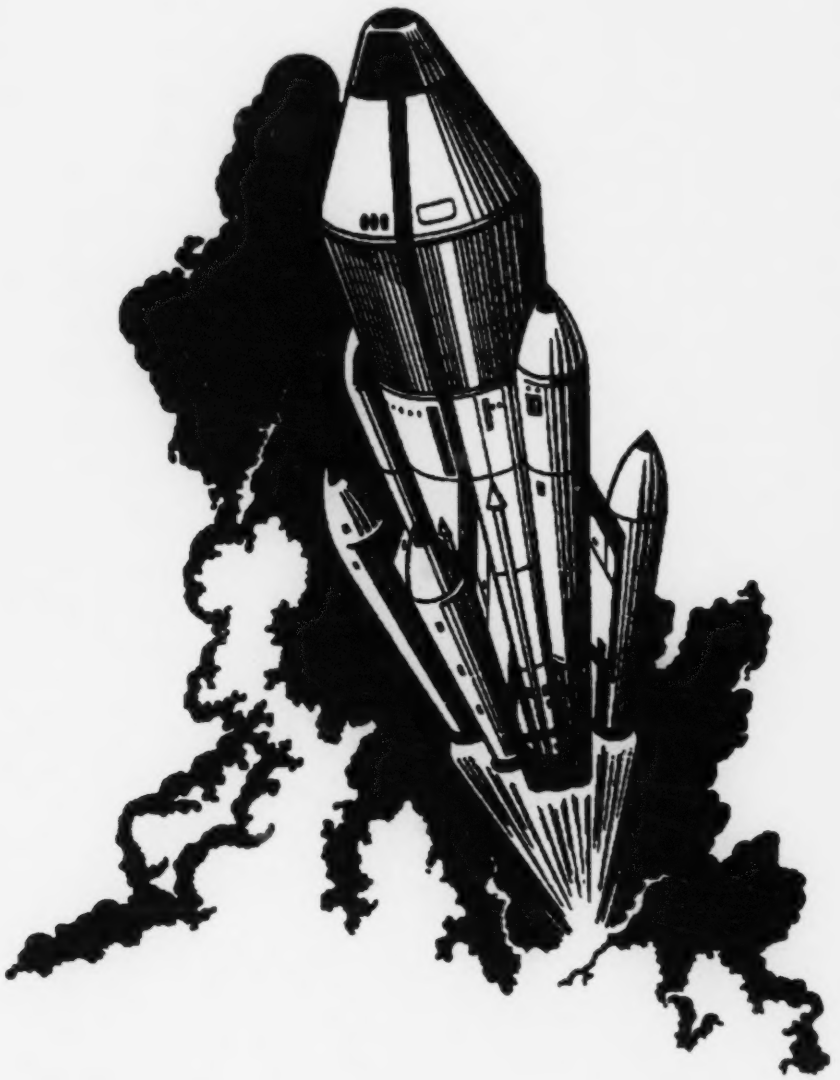
_____

# PART THREE

## Blast Off– High Tech is Here to Stay!

**. . . Information to Help You Plan a Successful Future!**

In the previous two sections you took an in-depth look at yourself and the career clusters in the world of work. In this section, you'll take a look at what's happening in the workplace - both now and in the future!



# The World of Work . . . Past, Present, and Future

**How has the Workplace changed?**

Compare the workplace of the past with the workplace of now and the future using the lists below:

**The Past**

- Most jobs were in huge factories or on the farm.
- There were two main types of jobs: white collar and blue collar.
- Most jobs required a set of skills that didn't change much over the years.
- Career choices were based on luck, happenstance, who you knew, and what you happened to fall into!
- Most jobs came from huge companies, that employed hundreds of people.
- Most workers spent their entire career working for one company.
- There were career limitations based on race, sex, and religion.
- Lots of "Baby Boomers" were entering the workforce.
- Once you learned a set of skills, you used them throughout your career.

**Now and the Future**

- Most jobs are in knowledge or service industries.
- There are many types of jobs - technical, service, professional, executive, and others.
- Jobs are becoming more and more "high tech," requiring new and diverse skills.
- Career choices are carefully made decisions requiring careful planning and preparation.
- Most jobs come from smaller businesses, temporary agencies, and self-employment.
- People make several career changes and work for different organizations.
- Career limitations are based on skills, knowledge, and flexibility.
- Fewer people are entering the workforce (population growth is slowing).
- Workplace skills must be continually updated. Lifelong learning is the new reality.

(Adapted from: Borchard, D., "Planning for career and life", **The Futurist**, Jan.-Feb., 1995, pg. 10.)

Select one of the characteristics of the workplace of the past and the corresponding characteristic of the present. (✓ Check your selection.) Write a brief explanation of why you think the change occurred.

_____

_____

_____

## Optional Activity:

Circle one other change you think will occur in the workplace of the future. Why do you think this change will occur? _____

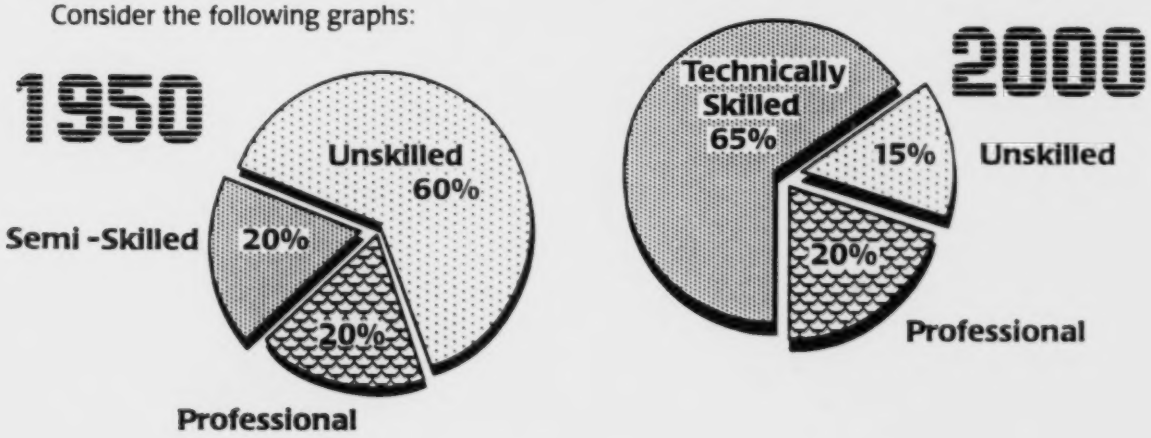
_____

# Makeup of the Job Market

**How have the skill requirements for jobs changed?**

The "makeup" of the job market is changing. In the past, most jobs were considered "unskilled," meaning no special training or expertise was required to perform the functions of the job. However, more and more jobs now require technical expertise and specialized skills. The fastest growing segment of jobs is in the "technical skills" category, requiring education and training beyond high school, up to and including a two-year associate degree.

Consider the following graphs:




**Questions:**

1. What are some examples of "unskilled" jobs of the past, present, and future?

   _____

   _____

2. What are some examples of "technically skilled" jobs of now and the future?

   _____

   _____

3. Why do you think the majority of jobs in the year 2000 will be in the "technically skilled" job category, requiring education and training beyond high school, up to and including an associate degree?

   _____

   _____

## Optional Activity:

Select one of the jobs you listed in #2 on the previous page. Write a paragraph describing the qualifications, working conditions, and salary of the job. Use your library or career center for information and resources.

Job: _____

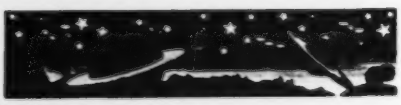
Description: _____

_____

_____

_____

_____



# Educational Levels

**How much education will I need?**

As we mentioned on the previous page, the majority of the jobs of the future will require education and training beyond high school. Some job titles and required educational levels are listed below:

**No Education or Training Required beyond high school**

Assembler
Cashier
Custodian
Fast-Food Restaurant Server

**One to Two Years of Post-Secondary Education**

Aircraft Technician
Administrative Assistant
Bookkeeper
Broadcast Technician
Computer Numeric Controller
Computer Programmer
Computer Service Technician
Cosmetologist
Court Clerk
Detective
Electronics Technologist
Energy Conservationist Technician
Environmental Technician
Fashion Merchandiser
Human Services Worker
Licensed Practical Nurse
Machine Tool & Die Maker
Paralegal
Police Officer
Physical Therapy Assistant
Radiologic Technologist
Registered Nurse (ADN)
Research Assistant
Respiratory Therapist
Science Technician
Sound Technician
Ultrasonographer
Veterinary Assistant

**Four to Six-Plus Years of Postsecondary Education**

Accountant
Advertising Manager
Bank Manager
Biologist
Chemical Engineer
Chiropractor
Dentist
Electrical Engineer
Environmental Engineer
Geologist
Human Resource Manager
Journalist
Lawyer
Librarian
Marine Biologist
Mechanical Engineer
Meteorologist
Occupational Therapist
Psychiatrist
Public Relations Specialist
Registered Nurse (BSN)
Speech Pathologist
Stock Broker
Systems Analyst
Teacher

## Optional Activity:

Select one job from **each** of the categories listed. Research the salary for each position in your library or career center.

1. Job Title: _____ Salary: _____
2. Job Title: _____ Salary: _____
3. Job Title: _____ Salary: _____

# Salaries

## How much money can I earn?

Salaries will vary widely depending on the nature of the job, skill requirements, educational level, related experience, and many other factors. Below are average hourly wages earned by workers in the upstate of South Carolina for selected jobs. Because these are average salaries from the upstate of South Carolina only, many people in each occupation earn higher or lower incomes.

### Up to $8 per hour

advertising clerk
bus driver
cashier
child care worker
data entry keyer
fast food cook
file clerk
guard
hotel desk clerk
janitor
medical assistant
medical records technician
recreation worker
sewing machine operator
stock clerk
teller

### $8 to $10 per hour

assembly worker
bill collector
bookkeeper
butcher
coil winder
electrical assembler
forklift operator
general office clerk
industrial machine operator
instructional coordinator
library assistant
pipelayer
typist

### $10 to $15 per hour

automotive mechanic
broadcast technician
chemical technician
computer programmer aide
CNC programmer
dental assistant
dietetic technician
electronic technician
fitness director
food/lodging manager
industrial engineer technician
licensed practical nurse
machine tool operator
machinist
medical laboratory technologist
paralegal personnel
personnel specialist
radiologic technologist
secretary
sheet metal worker
special education teacher
tool and die maker
travel agent

### $15 to $20 per hour

accountant
administrative service manager
computer engineer
computer programmer
construction manager
dental hygienist
first line supervisor
loan officer
mechanical engineer technician
occupational therapist
personnel manager
physician's assistant
purchasing manager
registered nurse
speech pathologist
systems analyst

### $20 to $25 per hour

civil engineer
financial manager
physical therapist
safety engineer
economist
industrial production manager
school teacher
electrical engineer
pharmacist
professional librarian
vocational and education counselor

### $25 to $30 per hour

chemical engineer
computer software engineer
transportation manager
chemist
educational administrator
utilities manager
communications manager
engineering manager

### $30 per hour and up

dentist
lawyer
general manager
physician
top executive

(Source: The SC Wage Survey 1995, SC Employment Security Commission)

## Optional Activity:

Select three jobs from the list on this page and the previous one (preferably ones that interest you). Using the **Occupational Outlook Handbook** or other source, compare the hourly wage averages. Are there differences? Why?

1. Job Title:_____ Salary: _____
2. Job Title: _____ Salary: _____
3. Job Title: _____ Salary: _____

# Hot Jobs in the U.S.

**What are the HOTTEST jobs in the United States?**

These are considered to be the twenty-five "hottest" jobs in the United States based on growth rate, salary, and quality of work life.

**Circle the jobs that interest you:**

1. Computer Engineer
2. Computer Systems Analyst
3. Physical Therapist
4. Teacher, Special Education
5. Private Detective and Investigator
6. Radiologic Technologist
7. Paralegal and Legal Assistant
8. Teacher, Preschool & Kindergarten
9. Entertainer
10. Secretary, legal/medical
11. Speech Pathologist/Audiologist
12. Insurance Adjustor/Examiner
13. Respiratory Therapist
14. Psychologist
15. Baker
16. Construction Manager
17. Restaurant Cook (sous-chef)
18. Computer Repairer
19. Food Service and Lodging Manager
20. Management Consultant
21. Dental Hygienist
22. Registered Nurse
23. Bank Loan Officer
24. Licensed Practical Nurse
25. Social Worker: Medical/Clinical

(Source: **Money Magazine**, March, 1995)

**Select three of the jobs from the list above (preferably ones that interest you). What career clusters do the jobs fit into?**

| | Job | Career Cluster |
|---|---|---|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

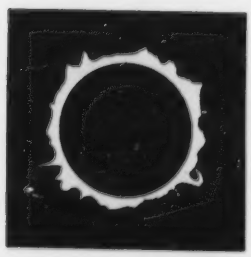
**Hint:**

Remember, we explored Career Clusters in Section Two: Arts and Communication; Business and Marketing; Engineering and Industrial Technologies; Environmental and Agriculture; and Health and Human Services.

## Optional Activity:

Select the job that most interests you from the list on the previous page. Write a newspaper "want ad" describing the job duties and tasks, salary, and education/skill requirements. Use your library or career center for resources and information.

**HELP WANTED**



# Career Trends in S.C.

**What are the "Top Occupations" in South Carolina?**

You may decide you want to stay right here in South Carolina and pursue your career. The following list highlights the "top occupations" in the state of South Carolina. Note: This list is based solely on growth rate (percentage change), and not quality of life or salary.

**Circle the jobs that interest you:**

1. Computer Engineers
2. Human Services Workers
3. Systems Analysts
4. Personal Home Care Aides
5. Paralegals
6. Home Health Aides
7. Ushers, Lobby Attendants
8. Physical Therapists
9. Physical Therapy Assistants
10. Detectives and Investigators
11. Correction Officers and Jailers
12. Child Care Workers
13. Combination Machine Tool/Set-Up Operators
14. Residential Counselors
15. Legal Secretaries
16. Dental Hygienists
17. Teachers, Special Education
18. Offset Lithographic Press Setters
19. Cooks, Restaurants
20. Pavers and Surfacers
21. Radiologic Technicians
22. Dental Assistants
23. Medical Assistants
24. Insurance Adjustors/Investigators
25. Solderers and Brazers

(Source: South Carolina Employment Security Commission, Labor Market Division, February 1996.)

**Select three of the jobs from the list above (preferably ones that interest you). What career cluster do the jobs fit into?**

| Job | Career Cluster |
|---|---|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

**Hint:**

Remember, we explored Career Clusters in Section Two: Arts and Communication; Business and Marketing; Engineering and Industrial Technologies; Environmental and Agriculture; and Health and Human Services.

## Optional Activity:

Select the job that most interests you from the list on the previous page. Write a newspaper "want ad" describing the job duties and tasks, salary, and education/skill requirements. Use your library or career center for resources and information.

**HELP WANTED**

# Slow Growth Jobs

**What occupations are on the decline?**

Some career fields are shrinking due to increasing technology, global competition, and the changing nature of the workplace. Occupations that are losing jobs across the United States include the following:

Farmers
Sewing machine operators
Typists and word processors
Switchboard operators
Statistical clerks
Service station attendants
Butchers and meat cutters
Bookkeepers
Electronic assemblers
Electrical equipment assemblers
Telephone/cable TV line installers
Bank tellers
Directory assistance operators
Utilities meter readers

(source: Kennedy, J.L., **Career Book** (1994). VGM Career Horizons: Chicago, Il.)

**Select three of the "shrinking" occupations listed above. Why do you think fewer jobs are available in those occupations now?**

1. Job Title: _____

   Reason for decline: _____

   _____

2. Job Title: _____

   Reason for decline: _____

   _____

3. Job Title: _____

   Reason for decline: _____

   _____

## Optional Activity:

**Select three jobs from the above list and research the salary for each, using the Occupational Outlook Handbook**, SCOIS, or another source.

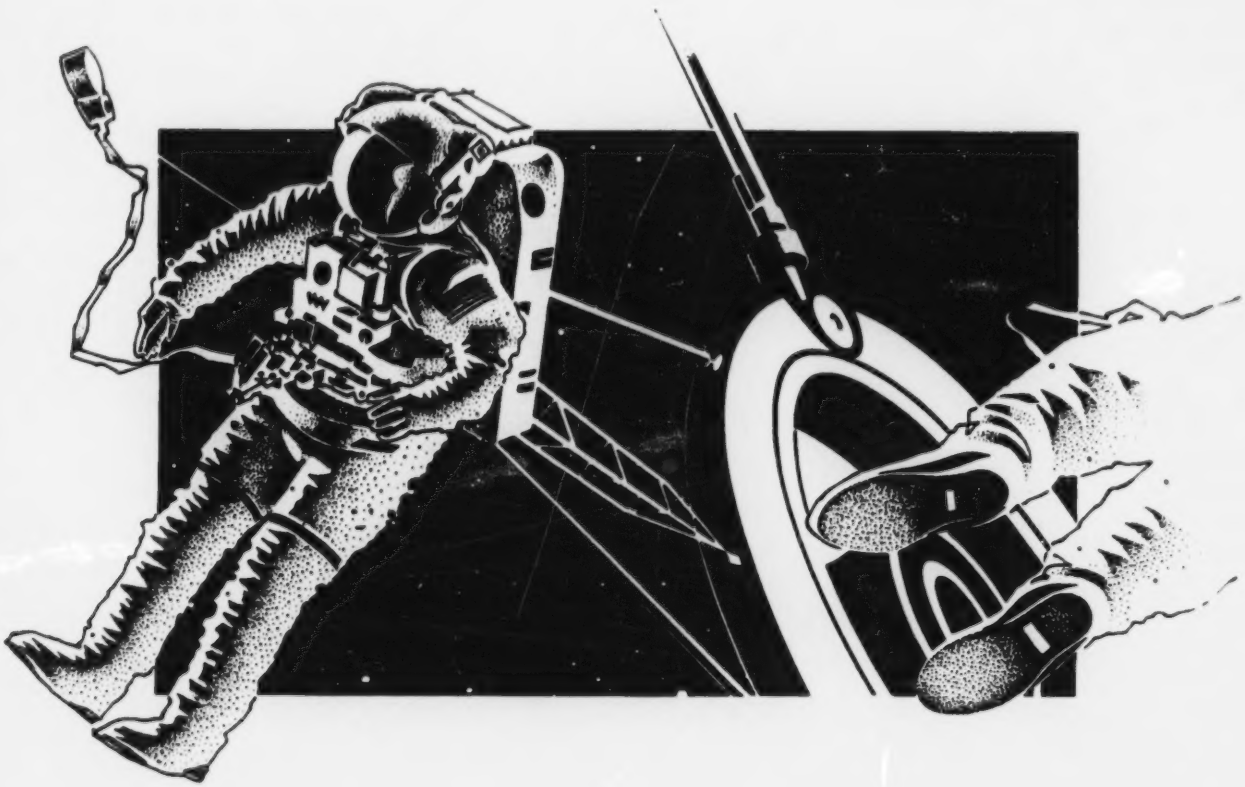
| | **Job** | **Salary** |
|---|---|---|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

# PART FOUR

## Goals - Taking You to Infinity

### . . . THE PATHWAY TO SUCCESS

Now that you have information about yourself, career clusters, and the world of work, you can take the next important step in career development . . goal-setting! This section will help you develop career goals as you continue your journey to a successful future.



# Goal Setting

**Establishing strong, realistic career goals is an important part of your journey to the future. Without goals, you may drift aimlessly in space, never knowing where you are headed. You can't begin the journey to your future if you don't know where you are going.**

## What is a dream goal?

Dreaming is a great place to start thinking about a career that will delight and fulfill you! Ask yourself questions like . . .

- If I could be anything I want to be and could not fail, what would I be?
- What do I enjoy so much that I would do it for free?

**My Dream Goal:** _____

*"You need to start with hopes and dreams. More of them may be attainable than you think if you set your goals creatively."*

**Bernard Haldane**, Career Development Pioneer

## What is a realistic goal?

A realistic goal is the one that you stand a 50/50 chance of obtaining! Dreaming is great, but you need to have an obtainable, realistic, alternative career goal in place just in case the dream career won't work in reality.

**My Career Goal:** _____
(just in case your dream goal isn't going to be a reality!)

**Steps to reach it:**

1. Educational Requirements (e.g. Associate Degree, Bachelor's Degree, etc.):

   _____

2. What subjects should I focus on while I am in middle and high school?

   _____

   _____

3. Ways I can learn more about this career:

   _____

   _____

*"To tend unfailingly , unflinchingly, towards a goal, is the secret of success."*

**Anna Pavlova**, Russian Ballerina

## Important note:

If you are unsure of the answers to questions 1-3 above, ask your teacher or counselor; or look for the answers in your library or career center.

# Final Thoughts

**Remember . . .**

- An enjoyable, satisfying career takes careful planning. It won't happen on its own!
- No one really expects you to make a final decision about your career right here, right now. We just want you to explore the many options available to you!
- There are many people who can help you in your career exploration process . . . parents, teachers, counselors, friends.
- Job satisfaction will affect all aspects of your life, including your health, happiness, and life expectancy!
- Your technical skills will get you hired, your communication skills will get you promoted, and your "lack" of interpersonal skills will get you fired!
- You will spend approximately 70,000 hours of your life at work! Shouldn't you make those hours the best they can possibly be?
- Happiness should be the "journey" through life, not the "destination." Your career takes you on your journey.
- You will spend more hours at work than with your family.
- The best career for you isn't necessarily the one that pays the most or is the fastest growing occupation - it is the one that best suits your interests and talents!

**Good Luck as you . . . "Journey to the Future!"**